

# MySCEmployee

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## Changing Your MySCEmployee Password

Follow the steps below to change your MySCEmployee password:



1. Ensure you are logged out of MySCEmployee.
2. Type <https://myscemployee.sc.gov> in your web browser.

3. Click the **Reset Password Here** link.

4. You will be directed to the Internet Security and Acceleration Server 2006 log on screen.
  - a. Click the box beside the words: **I want to change my password after logging on.**

- b. Enter your **User ID** and current **Password**.
5. A new screen will open prompting you to enter your **Old Password**, **New Password** and a **confirmation of your New Password**.

6. After entering the required information, click the **Change Password** button.
7. You will be automatically directed back to the MySCEmployee log in page where you will enter your User ID and New Password.